



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

<http://vi.hewitt.wi.us>

Website Committee Meeting Minutes – March 30, 2011

The meeting was called to order at 6:07PM in the Hewitt Fire Department conference room.

Present: Ken Eilers, Jeff Graves, Derek Dieringer, Mike Klein, Peter Shave
Absent: None
Guests: None
Minutes: The minutes from the meeting held on 2/27/11 were reviewed and approved as presented.
Public Input: None

Old Business:

- Discussion of web site requirements

Derek provided a list of features that he thought the revised web site should have. The features were divided into three categories: "must have", "want" and "sometime in the future". Others added items to the list throughout the discussion. The committee was encouraged to review the list and come back with more recommendations for the next meeting.

- Must Have
 - Meeting Agendas/Minutes
 - Licenses/Permits/Forms
 - Ordinances/Codes
 - Contact us – include all Village officials
 - Parks/Recreation
 - Announcements – RSS/Facebook/Twitter
 - Committees
 - Comprehensive Plan (added by Jeff)
- Want
 - History
 - Church Information
 - Fire Department
 - Calendar
 - Hewitt Happenings
 - Weather link (added by Mike)
 - Site map/breadcrumbs (added by Mike)
 - Online payments (added by Jeff)
 - Mobile access (added by Peter)
 - Assessor information (added by Derek)
 - Trails information (added by Derek)
- Sometime in the Future
 - Advertising

One question that arose during this discussion was whether or not we should protect our .pdf documents on the site so they can't be revised?

- Website Committee Members

The committee welcomed Peter Shave to the committee. All committee members were encouraged to invite others to join if they have an interest in helping shape the direction of the Hewitt web site.

- Review of Other Municipal Web Sites

This item was tabled because we did not have the password to get on the wireless network at the Fire Station.

- Action Item: Mike will get the guest password for the wireless network prior to the next meeting.

New Business:

- Discussion of web developers/services

This discussion happened simultaneously as the next agenda item. As we reviewed the GovOffice proposal it became apparent that we don't want to create a custom web site unless we absolutely have to so the topic of discussing web developers was tabled.

- Review of GovOffice Proposal

The committee spent a good deal of time discussing the proposal from GovOffice and the features they offer. GovOffice is a company that offers web site hosting/templates for municipalities. Some of the features and questions that were addressed during this proposal were as follows:

- We can have unlimited administrators. Permissions for each administrator can be locked down as granularly as we like.
- A training session is included but is only available M-F from 8am – 5pm.
- There is a 1GB limit for uploaded content. This would be our photos, movies, and documents. We should be fine with 1GB. Additional space is available for an additional monthly fee.
- It was agreed upon that if we recommend the GovOffice solution we should also strongly recommend the \$600 one time fee for the custom graphics package.
- There was discussion and a question about whether we can bulk upload our existing documents.
- There was discussion and a question about whether we can regularly extract our content for backup purposes.
- Derek will contact GovOffice to discuss those questions and to ask about the SuperForms option.

There was also a discussion about alternatives. The Village Board will expect that we present an alternative solution. Each committee member was asked to search for other companies that offer similar services so we can provide a comparison quote when and if we recommend the GovOffice solution. Overall, the committee feels that if we can find the money for this solution that it is the way we should go. We want to spend a little more time getting our questions answered and firming up the final cost before making a recommendation to the Village Board.

- Set Standard Meeting Schedule

It was decided that the Hewitt Web Committee will meet monthly on the 3rd Sunday of the month at 6pm. The committee may decide to meet more frequently as we progress through the project but for now, monthly will suffice. Thus, the meeting schedule for the remainder of the year is as follows:

- Sunday, April 17th
- Sunday, May 15th
- Sunday, June 19th
- Sunday, July 17th
- Sunday, August 21st
- Sunday, September 18th
- Sunday, October 16th
- Sunday, November 20th
- Sunday, December 18th

Next Meeting: Sunday, April 17, 2011 at 6:00pm in the Hewitt Fire Department conference room.

The meeting adjourned at 7:10PM

Submitted by: Derek Dieringer